

FINANCE MANAGER

Girl Scouts of Central and Western Massachusetts is hiring a finance manager who is an organized, detail oriented team player with solid accounting experience including payroll, accounts receivable, general ledger systems, internal controls, financial reporting, and multi-system reconciliation. This is a systems driven position and strong insight on system interactions and data management are critical. The position reports to the CFO and the hiring pay range is \$65,000 - \$70,000/year. This is a unique opportunity to apply your accounting skills in an environment where everyone is dedicated to helping girls build courage, confidence and character. **It's more than a job, it's a mission.**

We are committed to building a robust organizational culture where diversity, equity, and inclusion are at its core. We denounce racism, violence, injustice, and inequity. We strive to ensure that ALL who engage in this community are valued and recognized, and that they find a true sense of belonging.

Essential Duties & Responsibilities:

1. Manages and processes payroll within established time frames and deadlines. Creates and terminates employees in the payroll system.
2. Performs account analysis and balance sheet reconciliations including bank reconciliations.
3. Creates and maintains financial records and filing system in an efficient and effective way to ensure accuracy and ease of information/invoice retrieval.
4. Builds and sustain professional customer focused relationships both internally and externally for responding to questions effectively and resolving billing problems. Acts as the Finance Department liaison between departments and vendors.
5. Sets up grant codes and coordinates with the appropriate staff (grant managers) to ensure all grant-related cost transfers are prepared accurately, in a timely manner, with appropriate back-up documentation, and are entered into the general ledger.
6. Prepares timely reconciliations for Fund Development, related to pledge payments and restricted funds received.
7. Performs the month-end close; investigates and resolves transactions impacting the close.
8. Supports the distribution of monthly departmental financial statements; ensures variance departmental reports are submitted to the CFO for organization-wide budget reporting.
9. Provides an annual update of budgeted targets in the accounting system.

10. Acts as the representative with the accounting software vendor (current and enhanced systems).
11. In the absence of the CFO, acts as second-in-command internally/externally as needed.
12. Actively participates in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
13. Performs additional duties as required or assigned to facilitate administrative and financial functions.

Applicants should have a Bachelor's degree or higher in Finance, Accounting or Economics. Professional qualification as a CPA is preferred.

Expected qualities and abilities include:

- Proficiency in Microsoft Office Suite
- Strong collaborative skills
- Experience working with confidential personal information
- Experience in accounting platforms/finance software

Girl Scouts provides an excellent benefits package for employees that includes:

- A friendly, positive, and inclusive work environment
- Paid holidays (including Juneteenth), vacation, a paid winter break, personal and sick time
- Group health insurance plan with employer paying 75% of the premium; FSA and HSA available
- Group dental insurance plan with employer paying 50% of the premium
- Employer paid life and long-term disability insurance
- 401K plan with employer match

If you are looking for an opportunity to be part of an inclusive work environment where employees and volunteers are dedicated to making a real difference in girls' lives, we're looking forward to the opportunity to talk with you. Please submit a cover letter and resume to hr@gscwm.org. AA/EOE